

Virginia Center for Onsite Wastewater Training
Southside Virginia Community College Occupational/Technical Center
1041 West 10th Street
Pickett Park (Fort Pickett)
Blackstone, Virginia 23824

Vision Statement:

Comprehensive understanding of onsite wastewater practices across Virginia

Mission Statement:

Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.

MINUTES OF THE VCOWT STEERING COMMITTEE MEETING
14 September 2007

Core Group Members Present:

Tom Joy, Chair	VDH / Blacksburg	Thomas.Joy@vdh.virginia.gov
Jim Bowles	VDH / Lynchburg	Jim.Bowles@vdh.virginia.gov
Jamie Hawley	VDH / Piedmont	Jamie.Hawley@vdh.virginia.gov
Peter Hunt	SVCC Rep	Peter.Hunt@sv.vccs.edu
Anish Jantrania	VDH / Richmond	Anish.Jantrania@vdh.virginia.gov
Beth Manghi	VDH / Chickahominy	Beth.Manghi@vdh.virginia.gov
Danna Revis	VDH / Richmond	Danna.Revis@vdh.virginia.gov

Core Group Members Absent:

K.R. (Trapper) Davis	CPEG / VOWRA / NOWRA Rep	krdavis@cpegllc.com
Jay Duell	VDH / Western Tidewater	Jay.Duell@vdh.virginia.gov
Ed Dunn	VDH / Piedmont	Ed.Dunn@vdh.virginia.gov
Douglas Phillips	SERCAP Rep	DPhillips@SERCAP.org
Tom Reynolds	SVCC Rep	tom.reynolds@sv.vccs.edu
Karl Rudolph	VDH / Stafford	Karl.Rudolph@vdh.virginia.gov
Erik Severson	VTSS Rep	ersevers@vt.edu

Associate Group Members Present:

N/A

Associate Group Members Absent:

N/A

Other Attendees:

Nicole Vachon Hanlon	Virginia Wastewater Task Force	Nicole.vachon@canaanvi.org
Peter H. von Keyserling	Virginia Wastewater Task Force	merit10@cstone.net

Meeting opened at: 10:30

Committee Reports:

Site Development Committee: Trapper Davis (Chair) –Jeff Hasson, Doug Phillips, Jim Bowles, Erik Severson, Tom Joy

Old business

- Site Clearing: Tom Joy reported that the Va National Guard Engineers have decided they cannot clear the demonstration area for us because they have to prepare for mobilization. This leaves us no realistic alternative but to rely on Woodson and Dan Irby of the SVCC Heavy Equipment Training Program to do it for us in December. Tom will meet with them to discuss what needs to be done.
- Rainwater Collection System: At the last meeting, several persons volunteered to ask various businesses for donations: Ed Dunn – Gutters and downspouts - The Lumber Yard in Farmville (Jamie Hawley reported for Ed that they aren't interested); Doug Phillips – Gutters and downspouts - Home Depot in South Hill (Doug told Tom Joy earlier that he had made contact but had no response – Suggested Tom follow up – Tom will do so later); Beth Manghi - 2000-gallon tank – Richmond area tank manufacturer (Beth reported she has not made contact yet – will do so later).
- VCOWT Demonstrations: Tom Joy commented that one of the things he had learned from the August visit to the NCSU Onsite training Center was that VCOWT can achieve what NC has, but will have to do it in baby steps. He also doubts that VCOWT will be able to be self-supporting by charging high fees as the NCSU Training Center does but will have to rely more on donations. None of the other Steering Committee members had comments.

New Business

- Meet with Woodson and Dan Irby to decide what has to be done to get started on preparing the demonstration area. Tom Joy will set up a meeting with them later this month.
- Nicole Vachon informed the Steering Committee that Wal-Mart has a \$500 Community Grant program and suggested that it could be a source of funds for gutters and downspouts for the Rainwater Collection System. Tom Joy will investigate.

Master List Committee: Beth Manghi (Chair)

Old Business:

- Email Notifications: Beth reported that she had sent the email notification for the September 20 -21 Pumps and Controls course and is preparing to send the notification for the October 16-17 Construction Inspection course.
- The Steering Committee decided that the quarterly VCOWT newsletter would be published in October, January, April and July.
- Tom Joy reported that several new additions for the Master List and to the Minutes Recipients list were obtained at the SWVA Decentralized Systems meeting.

New Business:

- There was no new Master List Committee business.

Logo/Brochure/Exhibit Committee: Jim Bowles (Chair), Tom Joy

Old Business:

- Tom Joy reported that the brochure produced by Jim Bowles was a big hit at the SWVA Decentralized Systems meeting. It appeared that the most effective way to use it is to have a stack of them on the registration table.
- Tom Joy reported that the VCOWT exhibit was well received at the SWVA Decentralized Systems meeting. The display didn't include a list of donors, but that can be added later if desired.

New business:

- Anish Jantrania suggested that the VCOWT brochure should be distributed to all of the local Health Department offices. The Steering Committee approved the suggestion. Anish and Jim Bowles will handle the reproduction and distribution of the brochure.
- Tom Joy submitted a new VCOWT logo design for the Steering Committee's consideration. He suggested that when a final logo design is approved, we produce some VCOWT baseball caps and t-shirts. An inconclusive discussion resulted as to how the production would be financed. Jim Bowles will produce some variations on the newly submitted design and on a logo design previously submitted by Danna Revis.

DPOR Committee: (Trapper Davis (Chair), Jeff Hasson, Tom Joy

Trapper Davis was absent. No report was presented

Old Business: Remaining old business to be addressed at a future meeting included

- A committee report containing a summary of conclusions as to how VCOWT and VOWRA might proceed.
- A report of progress in writing a VCOWT-VOWRA MOU

New business:

- There was no new DPOR Committee business.

Onsite Training Committee: Danna Revis (Chair), Jay Duell, Jim Bowles

Old Business:

- Danna Revis reported that the Onsite Training Task Team will meet in November to begin considering how best to align her' "Basic Onsite Wastewater" classes with the SVCC two-day class format and how to find instructors for the new courses.

New Business:

- Tom Joy suggested that finding qualified instructors was likely to be one of the most challenging aspects of expanding the VCOWT curriculum. He circulated a form he constructed that he had sent to the Steering Committee members previously. It can be used to get information that would allow the Steering Committee to make a decision as to the suitability of any potential new instructor.

SVCC Liaison Committee: Tom Reynolds (Chair), Peter Hunt, Danna Revis, Tom Joy

Old Business:

- Peter Hunt reported that:
 - Mary Jane Elkins of the SVCC Foundation submitted a grant application to the Tobacco Commission for money to complete the Occ/Tech Center Annex. It will have a new classroom for which VCOWT will have scheduling priority. The application also requested money to complete work on the demonstration area. She will know the results by October 25th.
 - The proposed classroom size has been enlarged, and it will have more computer work stations than previously proposed.
 - Interviews are being conducted for a replacement for Wendy Hailey (the Occ/Tech Center Office Manager).
- Tom Joy reported that he met yesterday with Don Alexander and Nelson Daniel regarding the VCOWT/SVCC MOU Revision. No final draft is available yet, but they are closing in on one.

New Business:

- It was suggested that future courses might be developed for county administrators to explain alternative treatment technology. Beth Manghi will investigate.
- Nicole Vachon suggested that:
 - VCOWT might consider sending a letter of request to Health Districts to be inserted as a line item on their annual or quarterly budgets.
 - If no facilities are available at Ft. Pickett, VCOWT could consider doing field trips to other sites.
- Anish Jantrania suggested that VCOWT should consider a SWVA site, since three county administrators from that area were at the recent SWVA Decentralized Systems meeting.

Website Committee: Anish Jantrania (Chair)

Old Business:

- No old business

New Business:

- Tom Joy suggested that despite recent changes to VCOWT's website, it still needs to be upgraded. He suggested that Brian Shook, the OEHS IT person to whom Anish talked previously about a potential website revision, should be contacted about setting up a VCOWT website on the OEHS server that VCOWT would be able to revise at will. That site could then be linked to the course information that would continue to reside on the VCOWT website on the SVCC server. The Steering Committee approved the suggestion. Tom will work on it.

Donations Committee: Tom Joy (Chair)

Old Business:

- Tom Joy reported that:
 - All necessary donations had been received and that he and Jeff Hasson had completed construction of the demonstration recirculating system that will be used in his Pumps and Controls course.
 - He purchased software needed to make Certificates of Appreciation to be presented to VCOWT donors.

New Business:

- Tom Joy reported that he plans to meet with Mary Jane Elkins of the SVCC Foundation to discuss the best way to begin approaching vendors for donations.

General

Old Business:

- Bylaws: The Steering Committee decided to defer consideration of changes to the Bylaws until such time as someone has a definite change to propose.

New Business:

- Tom Joy reported that Karl Rudolph suggested that Steering Committee meetings be held via Polycom. The potential advantages and disadvantages of this were briefly discussed. Peter Hunt reported that VTELL equipment, which SVCC uses for its videoconferences, will be installed in the new classroom. VTELL and Polycom are able to interface.
- Anish Jantrania reported that he and Peter Brooks will present an outline of their December course on Effluent Dispersal Systems.
- Anish moved that the Steering Committee review student course evaluations twice per year. The motion was seconded and approved. Scheduling and evaluation procedures were not discussed.

Virginia Wastewater Task Force (VWWTF) Presentation

Nicole Vachon, VWWTF's facilitator, and Peter von Keyserling, a VWWTF member, described the group's activities and goals. They reported that the group has produced several papers dealing chiefly with decentralized wastewater issues in Virginia. Lack of funding has curtailed VWWTF's activities, and the group is seeking a suitable organization to "partner" with (i.e., to provide a structure within which VWWTF could continue to operate). A specific request was that the papers the group has produced be stored on the VCOWT website so that the information they contain would be available to interested parties.

The Steering Committee suggested that the best way for VWWTF to work with VCOWT would be to develop courses embodying VWWTF's interests and expertise that could be presented as part of the VCOWT curriculum. Courses directed to the real estate community and local government were specifically mentioned, although it was suggested that any course pertaining to onsite or decentralized systems would likely be suitable. As an alternative to making VWWTF articles directly available on the VCOWT website, the Steering Committee suggested that VWWTF set up its own website to which VCOWT could link.

Meeting Adjourned 12:30